

WBR 1452.215-82 Technical Proposal Instructions.

As prescribed in WBR 1415.406-5(a)(3), insert a provision substantially the same as the following:

TECHNICAL PROPOSAL INSTRUCTIONS -- BUREAU OF RECLAMATION (JUL 1993)

(a) *General.* The technical proposal shall be identified as Volume II of the offeror's proposal and shall be an orderly, specific, and complete document in every detail. It should be presented in a manner which allows it to "stand alone" without the need to reference other documents. It should convincingly describe the capability of the offeror's organization to participate in this project and effectively demonstrate a thorough understanding of the work statement contained in Part I, Section C of this solicitation. The proposal shall be organized and written so that it can be easily read and meaningfully evaluated by Reclamation personnel from a variety of different functional and technical disciplines. It should be a coherent document free of internal inconsistencies as well as inconsistencies with other volumes of the proposal.

(b) *Use and Disclosure of Proposal Information.* In accordance with the *Use and Disclosure of Proposal Information -- Department of the Interior* provision of this solicitation, offerors shall mark trade secret or confidential commercial or financial information contained in the proposal with the restrictive legends specified. The offeror shall also clearly and separately mark all proprietary information (as defined in FAR 3.104-4(j)(1) and (2)) contained in the proposal with the restrictive legend "Proprietary Information."

(c) *Format and Content.* To assist in the uniform evaluation of proposals, the following format shall be utilized in preparing the technical proposal:

(1) *Table of contents.* The Table of Contents shall list all sections of the technical proposal. Any future amendments, additions and/or revisions to the proposal shall be included in an updated Table of Contents;

(2) *Index.* The index shall cross reference the work statement to the terms of the proposal and indicate how the proposal conforms to the evaluation factors contained in Part IV, Section M;

(3) *Enclosures.* The enclosures shall include a list of any tables, drawings, charts, and any other enclosures which summarize data or information;

(4) *Executive summary.* The Executive Summary shall include a brief discussion of how the required work will be performed and important highlights of the proposal.

(5) *Technical approach proposed to accomplish the work statement.* The discussion of the technical approach shall:

(i) Contain detailed explanations of proposed approaches to performing and accomplishing the work, including preliminary design and other information indicating configuration and functions of components as applicable, and a specific outline of the actual tasks proposed to be performed in order to complete the work. Repeating the work statement without elaborating on the specific tasks to be performed is unacceptable;

(ii) Contain a specific statement of any problems or major difficulties anticipated in performing or accomplishing the work, an evaluation of the various methods considered for resolution of the problems/difficulties, substantiation of the method(s) selected, principles or techniques which are proposed to solve the problem, and the degree of success expected;

(iii) Include specific statements of any interpretations, deviations, and exceptions to the work statement, specifications, or other solicitation requirements (unless alternate proposals are permitted by the General Proposal Instructions -- Bureau of Reclamation provision of this solicitation, offerors are cautioned that deviations and

exceptions to the solicitation requirements may be detrimental to the evaluation of a proposal);

(iv) In accordance with the work statement, include a proposed project plan which divides the work into severable tasks or phases which indicates for each task or phase the work to be accomplished, start/completion schedule, milestone chart, and labor hours by labor category including the basis for the hour estimates;

(v) Include a discussion of the method(s) and resources to be used in timely preparation and transmittal of reports and submittals required by the solicitation;

(vi) Include an estimate of the extent of anticipated subcontracting together with a list of items or work to be subcontracted; and

(vii) Address each of the factors listed in the Technical Evaluation Criteria in Part IV, Section M of this solicitation.

(6) *Project Management.* Include the proposed organization to manage the work, its relationship to the offeror's overall corporate structure, and the function and responsibilities of any subcontractors.

(7) *Personnel Qualifications.* Include the following information on personnel qualifications:

(i) The identity of specific personnel to be assigned to perform the requirements contained in the work statement;

(ii) The names of specific key personnel to be assigned for direct work on the project and as direct technical supervisors including education, background and experience, accomplishments, and other pertinent information;

(iii) Any additional personnel required for full employment, subcontract, or consultation and the source from which they will be obtained;

(iv) A statement of assurance that the proposed additional personnel will be available for work on this contract; and

(v) A list of alternate personnel sources to be utilized in the event proposed personnel are not available as planned (Include full resume by name of all additional personnel listed);

(8) *Offeror Experience and Past Performance.* Provide a list of projects similar in scope and magnitude to the work required under this solicitation which the offeror has completed during the last 3 years. For each project, include:

(i) Name of the project;

(ii) Description of the work;

(iii) Contract number, date and type;

(iv) Name and address of the acquiring Government agency or commercial customer;

(v) Initial contract amount and final contract amount;

(vi) Any problems encountered in performance of the work and corrective action(s) taken; and

(vii) Name(s) and telephone number(s) of references from the acquiring agency or customer who may be contacted for further information.

(d) *Cost/Price Information.* To permit objective evaluation of the technical proposal, no cost or price information shall be included in the technical proposal. [Insert the following subparagraphs, as applicable, if unpriced pricing proposal information is required for technical analysis "However, the proposal shall include:

(1) A breakdown of unpriced labor hour estimates for each labor category proposed to accomplish each task or phase of the work and the basis for each estimate;

(2) *Identification of the types and quantities of proposed materials and equipment*

necessary to perform the work; and

(3) The number, duration, destination and purpose of each trip proposed for performing the work"].

(e) *Facilities and equipment information.* The offeror shall provide information on any special plant, equipment, or test facilities (including Government property) required to perform and accomplish the work statement. The need for the special equipment or facilities shall be fully substantiated and include the extent to which the work can be accomplished without them. Information on alternate sources considered for the equipment or facilities shall also be included.

(End of provision)